

Request for Records Disposition Authority

Records Schedule Number **DAA-0095-2018-0011**
Schedule Status **Approved**

Agency or Establishment **Forest Service**
Record Group / Scheduling Group **Records of the Forest Service**
Records Schedule applies to **Agency-wide**
Schedule Subject **Forest Management Assistance**
Internal agency concurrences will be provided **No**

Background Information **The United States Forest Service provides forest management assistance for individual landowner's ensuring the landowner's objectives and the public need for goods and services from non-Federal forest lands are met for present and in the future. Records will cover technical assistance provided to private land-owners, including multiple-use management plans, timber, wildlife, range, watersheds and soil issues.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0095-2018-0011

Sequence Number

1

Forest Management Assistance Program Disposition Authority Number: DAA-0095-2018-0011-0001

Records Schedule Items

Sequence Number		
1	<p>Forest Management Assistance Program</p> <p>Disposition Authority Number DAA-0095-2018-0011-0001</p> <p>General records, correspondence, memos, and minutes pertaining to non-Federal land resource management and technical assistance, as well as the Annual Financial Status Report and Accomplishment Report (and supporting documentation).</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p>	
	Manual Citation	Manual Title
	FSH 6209.11, Chapter 40, Filecode 3210	Forest Service Records Management Handbook
	<p>GRS or Superseded Authority Citation N1-095-10-004 / 286 N1-095-10-004 / 287</p> <p>Disposition Instruction</p> <p>Cutoff Instruction End of fiscal year.</p> <p>Retention Period Destroy 15 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
04/13/2018	Certify	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
09/12/2018	Submit for Concurrency	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations
09/13/2018	Concur	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA
09/20/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/21/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist